

MCBUL 1040 FISCAL YEAR 2017 (FY17) MECEP, ECP, RECP AND MCP-R SELECTION BOARDS > The Official United States Marine Corps Public Website > Messages Display

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SUBJ/MCBUL 1040 FISCAL YEAR 2017 (FY17) MECEP, ECP, RECP AND MCP-R SELECTION BOARDS//

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REF/C/MSGID: MSG/MARADMIN 704/13/YMD: 20131231//

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REF/G/MSGID: DOC/MCO 1040.31 MMEA-6/YMD: 20100908//

REF/H/MSGID: DOC/MCO 1001.52J RAM/YMD: 20110606//

REF/I/MSGID: MSG/MARADMIN 029/10/YMD: 20100115//

REF/J/MSGID: DOC/SECNAVINST 5510.30B N092/YMD: 20061006//

REF/K/MSGID: MSG/MARADMIN 458/04/YMD: 20041021//

REF/L/MSGID: DOC/MCO 6100.13 W/CH 2 C 466/YMD: 20150130//

REF/M/MSGID: DOC/MCO P1070.12K W/CH1 MIFD/YMD: 20000714//

REF/N/MSGID: DOC/MCO 1610.7 MMRP-30/YMD: 20150213//

REF/O/MSGID: MSG/MARADMIN 498/13/YMD: 20130926//

REF/P/MSGID: DOC/MCO 1900.16 W/CH 1 MMSR/YMD: 20150807//

NARR/Ref (a) is MCO 1040.43B, Enlisted to Officer Commissioning Programs. Ref (b) is MCRCO 1100.2A, Marine Corps Recruiting Command (MCRC) Officer Commissioning Manual. Ref (c) is MARADMIN 704/13, Update to Transfer of Education Benefits (TEB) Policy. Ref (d) is MARADMIN 456/13, Tuition Assistance (TA) Guidelines Update. Ref (e) is the Department of the Navy manual of the Medical Department (MANMED), Chapter 15. Ref (f) is MCO 7220.24N, Selective Reenlistment Bonus

(SRB) Program. Ref (g) is MCO 1040.31, Enlisted Retention and Career Development Program. Ref (h) is MCO 1001.52J, Active Reserve (AR) Support to the United States Marine Corps Reserve. Ref (i) is MARADMIN 029/10, Amplification to the Marine Corps Tattoo Policy. Ref (j) is SECNAVINST 5510.30B, Department of the Navy (DON) Personnel Security Program (PSP) Instruction. Ref (k) is MARADMIN 458/04 Clearance Eligibility for Officers (corrected copy). Ref (l) is MCO 6100.13 W/CH 2, Marine Corps Physical Fitness Program. Ref (m) is MCO P1070.12K W/CH 1, Marine Corps Individual Records Administration Manual (IRAM). Ref (n) is MCO 1610.7, Performance Evaluation System (PES). Ref (o) is MARADMIN 498/13, Official Military Personnel File (OMPF) Photograph Guidance. Ref (p) is MCO 1900.16 W/CH 1, Separation and Retirement Manual (Short Title: MARCORSEPMAN).// POC/Ms. Troi Spencer/Civ/Unit: MCRC ON/E-/tel: 703 784-9443//

GENTEXT/REMARKS/1. The purpose of this bulletin is to announce the convening of the FY17 Marine Corps Enlisted Commissioning Education Program (MECEP), Enlisted Commissioning Program (ECP), Reserve Enlisted Commissioning Program (RECP), and Meritorious Commissioning Program-Reserve (MCP-R) selection boards.

2. Applications. Per ref (a), applicants and commands are directed to mail hard copy application to the Marine Corps Recruiting Command (MCRC ON-E), 3280 Russell Road, Quantico, VA 22134 by application deadline dates established in paragraph 3 of this bulletin. Applications must not be double-sided, stapled or in a binder. Applicants and commands are responsible for maintaining copies of their applications. Refer to ref (a) for mailing address and application process for more details. For confirmation of receipt of applications, submit email to POC email address listed in paragraph 16. POC will respond within one week after application deadline. Recommend Marines and commands use the respective program sample application and checklist located on the MCRC website at www.mcrc.marines.mil for basic format and content. Select Marine Officer, then Officer Programs. Program checklists are required and should be the only enclosure listed on the Marine's application. Application must be arranged in the order of the checklist. All information on the checklist must be submitted with the application with the exception of medical. Refer to paragraph 6 of this bulletin for medical submissions. Commanders are directed to use the sample endorsement letter on the MCRC website for format and required information.

3. Boards and Selection. Per refs (a) and (b), the following MECEP, ECP, RECP, and MCP-R selection boards will convene:

Board	Application Deadline	Board Convenes	OCS Class
FY17 board 1	22 Apr 2016	20 Jun 2016	OCC 223
FY17 board 2	15 Jul 2016	17 Oct 2016	OCC 224
FY17 board 3	9 Dec 2016	6 Mar 2017	OCC 225

Selection results will be published by separate MARADMIN message. The boards are scheduled to align with the below Officer Candidates Classes (OCC) at Officer Candidates School (OCS). However, Marines are not guaranteed to attend the OCC with which the board aligns. OCC dates are tentative and subject to change. Refer to ref (a), Commanders Intent concerning OCS opportunities. Requests

to attend OCS for a second attempt must be endorsed by the Marine's chain of command to the General Officer (GO) level and approved by Commanding General (CG) MCRC. Updates to OCC report and graduation dates may be viewed at www.trngcmd.usmc.mil/ocs.

OCS Class	Report Date	Graduation Date
OCC 223	10 Sep 2016	19 Nov 2016
OCC 224	7 Jan 2017	18 Mar 2017
OCC 225	3 Jun 2017	12 Aug 2017

4. Eligibility. Refer to refs (a) and (b) for program requirements, eligibility criteria and general qualifications. When computing age at date of commissioning, MECEP applicants should use their estimated college completion year. ECP, RECP, and MCP-R applicants should use the OCC graduation date listed in paragraph 3. Age is waivable up to 35.

5. Education.

a. MECEP applicants refer to ref (a) chapter 2 and ref (c) for financial qualifications, Naval Reserve Officer Training Corps (NROTC) participation and reporting, academics, and educational expenses. Refer to website www.nrotc.navy.mil for a list of NROTC affiliated colleges and universities. MECEP applicants should contact the Marine for Life Program at (703) 432-5472 for information on how to apply for their military education benefits before contacting the Veteran's representative at the college/university. MECEP applicants are directed to follow the guideline and timeline below:

OCS Class	Graduation Date	Earliest School Semester Start
OCC 223	19 Nov 2016	Summer 2017
OCC 224	18 Mar 2017	Fall 2017
OCC 225	12 Aug 2017	Spring 2018

MECEP applicants are not authorized to start school prior to the above school semester start timeframes. Exceptions to policy of semester start will not be entertained. Commanders must ensure estimation of tuition and any benefits are reflected on the Commanding Officer's financial worksheet to include making the appropriate selection as to whether the Marine "is" or "is not" qualified.

b. ECP, RECP and MCP-R applicants refer to ref (a) for education requirements from accredited colleges and universities. A list of accredited schools can be found at [https://\(slash\)ope.ed.gov/accreditation/](https://(slash)ope.ed.gov/accreditation/).

c. ECP, RECP and MCP-R applicants must submit current transcripts or NAVMC 10469 Academic Certification. Diplomas for Associates, Bachelors, or Master degrees are acceptable with either the transcripts or NAVMC 10469 Academic Certification.

d. Applicants who obtain degrees from a foreign academic institution must be accepted by a nationally or regionally accredited college, or an accrediting institution in the United States (U.S.). In many cases, service members are required to take additional courses to qualify for the next level of their post-secondary education. If Marines desire to take additional courses, they may refer to ref (d) for tuition assistance. However, the domestic academic institution may or may not grant credit for courses taken in foreign academic institutions. Applicants may contact their education centers to proceed in their

pursuit of a degree or credential. Applicants may also utilize the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services, or the Educational Credential Evaluations, (ECE), Lifelong Learning Center (LLC) to evaluate foreign degrees for U.S. equivalencies. The link for AACRAO international education services is www.ies.aacrao.org. The link for ECE, LLC is www.ece.org. A letter from the accredited college or institution stating foreign degree has been accepted must accompany the Marine's application.

6. Medical. Refer to ref (e) for physical qualifications. Ref (e) can be accessed via the following website www.med.navy.mil/directives/pages/navmedp-manmed.aspx. Applicants are directed to submit medical documentation as a PDF electronically to email address listed in paragraph 15 of this bulletin. Applicants requiring additional medical documentation or determined not physically qualified by the Bureau of Medicine and Surgery (BUMED) will be contacted after selection results are released. The point of contact number at MCRC for applicants with questions pertaining to the requirement for additional medical documentation is (703) 784-9426. Refer to ref (a) for submission of requests to delay submission of medical documents.

Request for delay of medical documents must be sent to the POC email address in paragraph 15, with the subject line (Delay of Medical Submission) prior to the application deadline of board applying established in paragraph 3. Medical documents must include a Report of Medical Examination (DD Form 2808); Report of Medical History (DD Form 2807-1); Individual Medical Readiness report; and all supporting documents. Physicals must be completed within the 12 months preceding the convening date of the board to which you are applying. ECP applicants requesting an aviation guarantee must submit a flight physical to the Naval Aerospace Medical Institute (NAMI) via the Aeromedical Electronic Resource Office (AERO) system four months prior to the deadline date of board applying. The AERO website is <https://slfso.rucker.amedd.army.mil/>. MCRC will forward all medical documentation to BUMED for a decision on medical qualification upon release of selection results.

Commanding Officers must closely review the medical forms to ensure correctness and completeness. All established timeframes below must be from date of board applying. Pay particular attention to the following items:

- a. Tattoos, brandings, body piercings, and scars must be identified on the DD Form 2808.
- b. Dental exams must be within one year. Dental class must be type 1 or 2 and documented by a dentist on the DD Form 2808 and as a separate enclosure.
- c. Urinalysis (medical not drug) and serology tests must contain complete results. Test drawn or results pending is not acceptable.
- d. HIV results must be within two years. Date tested and roster number must be documented on the DD Form 2808 and as a separate enclosure. HIV test drawn or results pending is not acceptable.
- e. If eyesight is other than 20-20 uncorrected, a manifest refraction is required. If vision does not correct to 20-20, a current ophthalmology evaluation is required. Applicants with a history of vision correction surgery must submit all pre-operative and post-operative reports included with the medical documents.

f. Applicants who have undergone photorefractive keratectomy (PRK) surgery must be 180 days post-operative to be inducted into training. Proper medical documentation of surgery is required to include a post 180 day ophthalmology exam per ref (e).

g. Results of an updated audiogram must be documented on the DD Form 2808 and as a separate enclosure. If any numbers are outside the normal range, submit a repeat audiogram and an ear, nose, and throat consultation.

h. Female applicants must have the results of a pelvic exam, to include a pregnancy test and a pap smear with pathology report, no more than one year prior to the convening date of the relevant board.

i. Ensure all "yes" answers on DD Form 2807-1 are explained by the physician in block 25 and supporting documents attached. Ensure all answers on the DD Form 2808 are marked normal or abnormal. "NE" should be marked for question 41 for males only.

7. Additional information for application.

a. Applicants should refer to refs (a) and (f) for Selective Reenlistment Bonus information and page 11 statement entry.

b. Applicants must meet the service requirement for respective program to which they are applying. Commanders, ensure that your Marines applying meet the service requirements for the respective program and that their eligibility is reflected in the Marine Corps Total Force System. Marines who do not meet the service requirement must provide supporting documentation verifying that they will have the required time in service at the time of application. Active Reserve (AR) Marines applying for MECEP or ECP must be approved for augmentation into the regular Marine Corps at time of application. Refer to ref (a) for details. A sample request for conditional release request is posted on the RAM-2 website. Applications received at MCRC that do not contain an approved DD Form 368 will not be considered. Selected AR Marines will be non-competitively augmented to the active component at the time of selection. Manpower Enlisted Assignments (MMEA)-6 and the Marine's Career Planner will coordinate the augmentation. The POC at RAM-2 is Captain Michael S. Becker at DSN 278-9149 or commercial (703) 784-9149. Applicants must be available for world-wide assignment and qualified to reenlist or augment per refs (g) and (h) as applicable.

c. Only ECP applicants can apply for aviation at time of application. Refer to ref (a) for aviation qualifications.

ECP aviation applicants must submit the aviation service agreement (available on website referenced in paragraph 2 of this bulletin) along with the ground service agreement. ECP aviation applicants must include the following quotation in their application letter: "I am willing to accept a ground contract in the event there are no aviation vacancies or I am found not medically qualified for aviation." RECP and MCP-R applicants are not eligible to apply for aviation. MECEP applicants may apply for aviation after they have reported to the NROTC Unit and upon completion of their first semester. Refer to ref (a) for aviation qualifications.

d. Applicants refer to refs (a), (b) and (i) for guidance and required forms pertaining to tattoos, brandings, and piercings. In addition to the guidelines outlined in the references above, Marines must

submit a full length color photo in physical training (PT) gear (green shorts-green t-shirt) from each body angle (both sides-front-back). Any tattoos located near the neck or collar bone area will require a photo wearing the khaki service uniform shirt with and without a t-shirt for men and without a t-shirt for women. CG MCRC is the final adjudicating authority for any tattoos, brandings, and piercings. Commanding Officers of all program applicants must screen all body markings and state in the first endorsement: "I have viewed the applicant's body markings.

Photographs and a written description of the body markings are provided and they (are) or (are not) within the Marine Corps standards per the Marine Corps Uniform Regulations and MARADMIN 029/10 ."

e. Refer to ref (b) for acceptable forms of citizenship verification.

f. Refer to refs (a), (j), and (k) for security investigation information and required application submissions to include dual citizenships. Do not submit joint personnel adjudication system printouts. Per Title 10, U.S. Code, U.S. citizenship requirement is not waivable.

g. Refer to refs (a) and (b) regarding disclosure of criminal offense dispositions and submission of required forms and proper documentation by law enforcement agency or court. If the above cannot be obtained, provide a completed DD Form 369 (police record check) in jurisdiction of offense in the application. Recommend contacting recruiters in jurisdiction of offenses to assist with DD Form 369. All offenses regardless of date of incident must be disclosed. Offenses within five years of board application date require supporting documentation. Alcohol and assault related offenses regardless of date of incident require supporting documentation.

h. All pre-service waivers must be addressed. Ref (a) pertains.

i. For information about pre-existing relationships and familial relationships, contact your local staff judge advocate office. Applicants must sign the fraternization statement of understanding located on website.

j. Refer to refs (a) and (l) for physical fitness scores. Aptitude scores can be requested on-line or from Scholastic Aptitude Test program: PO Box 8057, Mt Vernon, IL 62864 or call (866) 756-7346. American College Test records: 301 Act Drive, PO Box 451, Iowa City, IA, 52243-0451 or call (319) 337-1313. Questions regarding the Armed Services Vocational Aptitude Battery contact Capt Pearson or SSgt Lower at dsn 278-9368 or commercial (703) 784-9368 or fax: (703) 784-9574.

8. Commanders refer to ref (a) Action of Commanding officers for screening and review of applications. Additional information provided below.

a. Ensure applicants are using the MCRC information sheet with privacy act notification, all fields are filled out completely and matches information contained in application.

b. Ensure point of contact information is on all endorsement letters to include name, email address and phone numbers.

c. Ensure all required forms are signed by the applicant and the certifying commissioned officer.

9. Official Military Personnel File (OMPF) and photo submissions.

Per refs (m), (n), and (o), applicants are responsible for ensuring the accuracy and completeness of their OMPF and Master Brief Sheet (MBS) at least two weeks prior to date of scheduled board applying.

a. Obtaining and reviewing the OMPF. The primary and most expeditious means to obtain and view the OMPF and MBS is through OMPF online via Marine online. The MBS can also be obtained through the Manpower Management Records and Performance Branch (MMRP) website [www.manpower.usmc.mil/portal/page/portal/m\(underscore\)ra\(underscore\)home/mm/sb](http://www.manpower.usmc.mil/portal/page/portal/m(underscore)ra(underscore)home/mm/sb). Refer to ref (m), to determine which documents are appropriate for inclusion in the OMPF.

b. OMPF document submission guidelines. Marines are personally responsible for correcting deficiencies, missing information, or illegible documents present in either the OMPF or MBS with MMRP-20 per ref (m). Per ref (m), the top portion of the MBS is corrected via the Installation Personnel Administration Center or S-1, ensure any material sent to MMRP-20 for filing in the OMPF contains full name, grade, and Electronic Digital Individual Personal Identification (EDIPI). If the EDIPI is not on the material, then the material may not be filed in the OMPF in time for selection board review. Marines are reminded that any additions or deletions from their OMPF or MBS within the 12-month window should also be verified to ensure the accuracy and completeness of their record. OMPF documents can be emailed as a PDF attachment or faxed to MMRP-20.

OMPF documents can also be mailed to MMRP-20; however, inclusion into the OMPF is substantially faster if the documents are either emailed or faxed. See paragraph 9e of this bulletin for OMPF inquiries and document submission points of contact.

c. OMPF document submission timelines. It is imperative that documents submitted to MMRP-20 for inclusion in the OMPF within 60 days of a selection board be conspicuously marked "contains documents for (board)." With the exception of fitness reports, all OMPF documents must be forwarded to and received by MMRP-20 at least two weeks prior to date of scheduled board applying in order to allow processing time to the OMPF. Marines are advised that the OMPF and MBS are distributed to the board room at least one week before the board convening date. Board eligible records continue to be updated until the convening date of the board; however, Marines are highly encouraged to submit all material no later than two weeks prior to the board for which they are applying.

d. Photographs. Per ref (o), Marines eligible for consideration are required to submit an official photo within 12 months of the date of scheduled board applying.

(1) Reviewing photo submission. Marines are responsible for verifying receipt of photo by MMRP-20. The primary most expeditious means of confirming photo receipt is through OMPF online via MOL. Photos will be available for viewing on OMPF online within 24 hours of photo receipt by MMRP-20. The date of the photograph, as noted on the photograph title board, is considered the primary date for determining the 12 month photograph eligibility window for selection boards. Marines are advised that although a photo may be over 12 months old, the photo will remain in the OMPF until an updated photo is submitted.

(2) Hard copy photos. Hard copy of promotion type photos are required in the application.

e. Records and performance branch.

(1) MMRP-20. OMPF documents or questions concerning the OMPF can be sent by the following means:

(a) Email: [smb.manpower.mmrp-20\(at symbol\)usmc.mil](mailto:smb.manpower.mmrp-20@usmc.mil)

(b) Fax: commercial (703) 784-5682, dsn 278-5682

(c) Address: Manpower Management Records and

Performance Branch (MMRP-20)

2008 Elliot Road

Quantico, VA 22134-5030

(d) Phone numbers comm (703) 784-xxxx, dsn 278-xxxx

Section Head, (703) 784-5671

Operations Officer, (703) 784-3950

OMPF customer service, (703) 784-3906/3907/5640

Digital photos, (703) 784-3738

(2) Performance Evaluation Section (MMRP-30). Commercial (703) 784-3989, DSN 278-3989 or toll free 1-877-301-9953.

10. Per ref (p), Marine officers require 20 years of active duty service with eight years of active commissioned service for retirement eligibility as a commissioned officer.

11. Common application discrepancies include:

a. Incomplete applications (missing required documents).

b. Commands not using enlistment tier ranking consideration (e.g. if a command has three or more Marines applying they should rank 1, 2, and 3 out of 3).

c. Commands and applicants not ensuring all required signatures or annotations are reflected on forms.

d. Absence of applicant's college transcripts or academic certificates to accurately determine projected commission fiscal year for MECEP applicants, and grade point averages and credits completed for all program applicants.

e. Non disclosure of preservice waivers. Non submission of supporting documentation for offenses within five years and for all alcohol and assault related violations.

f. Outdated promotion photos (past the 12 month requirement).

g. OMPF and MCTFS (TBIR, TBTR, TEDU, TROS, AWDS, Test) do not accurately reflect the correct information and do not match information in application.

h. Missing required medical documents or documents not within timeframe.

i. Award citation write-ups missing from OMPF.

j. Fitness report (FITREP) gaps.

12. Recommend all qualified Marines reapply for future boards if not selected.

13. This bulletin is applicable to the Marine Corps Total Force.

14. This bulletin is cancelled 28 Feb 2017.

15. The POC for this bulletin is Ms. Troi Spencer. Please refer to POC information at the beginning of this bulletin for telephone number or email [troi.spencer\(at symbol\)marines.usmc.mil](mailto:troi.spencer@marines.usmc.mil).

16. Release authorized by Brigadier General Paul Kennedy, Commanding General, Marine Corps

Recruiting Command.//

Official U.S. Marine Corps Website